



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 38-06**

**MEMORANDUM**

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**To:** School Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** June 20, 2006

**RE:** Update of Policies for Special Assistance: Provision 2 and 3

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This memo pertains to sponsors operating the Special Assistance Program: Provision 2 or 3. Listed below is an update of current policies and procedures for Special Assistance. **These policies and procedures are mandatory for all sponsors participating in either provision of Special Assistance.**

**Applying for Special Assistance (prior to the first operating day of the Base Year)**

- Sponsor must have operated the National School Lunch Program (NSLP) for a minimum of two years.
- Sponsor must utilize Direct Certification, Application Collection, and information from the migrant/homeless/runways coordinators/liaisons to determine eligibility status. Students will **NOT** have a 30 day temporary free or 30 day free status carryover from a school/site that was implementing a provision cycle the year before.
- Sponsor must indicate on their NSLP application their intent to operate Provision 2 or 3 for breakfast and/or lunch prior to the first operating day of school (Special Assistance Base Year can only be implemented at the beginning of the school year).
- Sponsor must contact their NSLP specialist prior to the first operating day of school to arrange a Coordinated Review Effort (CRE) to be scheduled during the Base Year.

- Sponsor must attend the A+ School Lunch training prior to the first day of school of the Base Year.
- Sponsor must attend the Provision 2 and 3 training prior to the first day of school of the Base Year.
- Sponsor must operate the Special Assistance Base Year within guidelines. Including, but not limited to, utilization of Direct Certification, Application Collection, Verification and maintaining an accurate Point of Service.

### **Sponsors with Multiple Sites**

- Sponsors that have multiple sites may have one or more sites on Special Assistance for breakfast and/or lunch.
- All sites that participate in Special Assistance under the same sponsor **MUST** have the same base year. Sponsors that have several sites on different base years must comply no later than July 2007.

### **Operating a Special Assistance Non-Base Year**

- Sponsor must indicate on their NSLP application their intent to operate their approved provision for breakfast and/or lunch prior to the first operating day of school.
- Sponsor must continue to have an accurate Point of Service.
- Sponsor must notify the Arizona Department of Education (ADE) prior to any changes, such as discontinuing the use of the program.

### **Completing the Special Assistance Cycle**

- Sponsor must notify ADE of their decision to apply for a new base, an extension, or transfer back to traditional NSLP prior to the last operating day of the final Non-Base Year.

### **Applying for an Extension**

- Sponsor must apply for an extension prior to the end of the last operating day of the Non-Base Year and submit extension paperwork no later than June 1<sup>st</sup>.
- Sponsor is responsible for submitting all appropriate paperwork to support the need for an extension to ADE and must include, but is not limited to, socioeconomic data.

### **Applying for a Streamlined Base Year**

- Sponsor may apply for a Streamlined Base Year if an extension is denied.
- Sponsor must submit appropriate paperwork including, but not limited to, a justification of why a Streamlined Base Year is warranted, socioeconomic data, and methodology of sampling.
- Sponsor may not have more than a 5% increase in socioeconomic conditions from base year.

If you have any questions please call your assigned specialist at 602-542-8700.

